



# LINCOLN CHORAL SOCIETY

## DATA PROTECTION POLICY

Registered charity no 505023

**It is recommended that this policy be read in conjunction with the Society's Data Privacy Notice.**

### **Purpose of this document**

- 1 Lincoln Choral Society needs to gather and use personal information about individuals. These can include members, those who have attended Society events, professionals with whom the Society has, has had, or may in the future have a contract, Friends and Sponsors and other people the organisation has a relationship with or may need to contact. This policy describes how these personal data will be collected, handled, and stored to comply with the law. It applies to all personal data that the Society holds (personal data are information about a living individual which is capable of identifying that individual).
- 2 This policy ensures that Lincoln Choral Society:
  - complies with data protection law and follows good practice
  - protects the rights of members, professionals with whom it holds a contract, Friends and Sponsors and others
  - is open about how it stores and processes individuals' data
  - protects itself from the risks of a data breach

### **Data protection law**

- 3 The General Data Protection Regulation 2016/679 describes how organisations, including Lincoln Choral Society, must collect, handle and store personal information. These rules apply regardless of whether data are stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.
- 4 The General Data Protection Regulation is underpinned by eight important principles. These say that personal data must:
  - be processed fairly and lawfully
  - be obtained only for specific, lawful purposes
  - be adequate, relevant, and not excessive
  - be accurate and kept up to date
  - not be held for any longer than necessary
  - processed in accordance with the rights of data subjects
  - be protected in appropriate ways
  - not be transferred outside the EU, unless that country or territory also ensures an adequate level of protection

## Data protection risks

- 5 This policy helps to protect Lincoln Choral Society from data security risks, including:
- Breaches of confidentiality. For example, information being given out inappropriately.
  - Failing to offer choice. For example, all individuals should be free to choose how the Society uses data relating to them.
  - Reputational damage. For example, the Society could suffer if hackers successfully gained access to sensitive data.

## Responsibilities

- 6 The Trustees are responsible for ensuring that the Society meets its legal obligations.

## Data storage

- 7 All committee members and other officers of the Society should keep all data secure, by taking sensible precautions. These include password-protecting computer files containing personal information and ensuring that paper-based data are kept in a secure place where unauthorised people cannot see it. Paper-based data includes information that is normally stored electronically but has been printed out. Computer data must be deleted when no longer required; paper-based data must be shredded. Personal data must not be disclosed to anyone, including members of the Society, other than those officers legitimately holding such data. Data should not be shared informally. Data will be held in as few places as is necessary for the effective administration of the Society. Where data are found to be out-of-date, for example an email address which does not function, they must be deleted.

## Subject access requests

8. All individuals who have personal data held by Lincoln Choral Society are entitled to:
- Ask what information the Society holds about them and why
  - Ask how to gain access to it
  - Be informed how to keep it up to date
  - Be informed how the Society is meeting its data protection obligations.
- 9 If an individual contacts the Society requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email or in writing, addressed to the Secretary at [secretary.lincolnchoralsociety@gmail.com](mailto:secretary.lincolnchoralsociety@gmail.com) or 31, Fern Drive, Market Rasen, Lincolnshire, LN8 3NU. The Secretary will always verify the identity of anyone making a subject access request before handing over any information.
- 10 All individuals whose personal data are held by the Society have the right to request its erasure. Such requests should be made as in para 9 above.
- 11 The Society has a privacy notice, setting out how data relating to individuals is used by the Society. This is available on request. A version of this statement is also available on the Society's website.

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